SUPPLEMENTAL GUIDELINES FOR PREPARING A
NON-COMPETING APPLICATION FOR A

PLANNING GRANT FOR MINORITY INSTITUTION/
CANCER CENTER COLLABORATION (P20)

INTRODUCTION

These supplemental instructions are provided in addition to Form PHS 2590 (rev. 5/01), "Progress Report for a Public Health Service Grant" for Non-Competing Grant Progress Report which is required each year in order to receive continuing support. In general, please refer to the Specific Instructions for completing the Face Page; Detailed Budget for Next Budget Period; Budget Justification; Biographical Sketch; and Other Support Form Pages of PHS 2590 (rev. 05/01).

Additional guidance and requirements pertinent in the preparation of a P20 Planning Grant for Minority Institution/Cancer Center Collaboration (MI/CCP) progress report for a Non-competing continuation application are provided below.

GENERAL ISSUES

The NCI advocates flexibility in the use of P20 MI/CCP funds to achieve targeted objectives and will administer these grants with a view towards that end. Nevertheless, it is important to highlight and explain changes in the component budget that differ from the approved peer reviewed budget levels of the original competing application. **Areas requiring explanation, justification and NCI approval are as follows:**

1. Any proposed increase or decrease in the level of effort of key personnel.
2. Substitution of key personnel with persons not previously peer reviewed (e.g., Principal Investigators, Project/program Leaders, Administrative Coordinators).
3. Redistribution of the budget between P20 partners within the $250 thousand direct cost cap (NOTE: this is the time to consider redistribution if the objectives of the partnership can be achieved better by placing more of the total budget in the Cancer Center or MSI grant).
4. New research projects/programs not included in the competing application and not peer reviewed (NOTE: this is encouraged, especially in the use of developmental funds; however, NCI must approve these projects/programs before they can be activated).
5. Changes in institutional commitment leadership (e.g., President, Dean, Departmental Chair) or resources (e.g., release time, laboratory/core space (NOTE: requires new Letter of Commitment).

PROGRESS REPORT SUMMARY:

The Progress Report Summary portion of the continuation application of PHS Form 2590 is not specifically tailored to the unique objectives of the MI/CCP planning grant. Non-Competing Progress Reports for P20 MI/CCP planning grants should follow the outline and numbering system shown below. Continuation pages may be used as necessary:

Combined Director's Overview

The Combined Director's Overview is an important section and should be the same for both progress reports in which the Co-Principal Investigators must address the following issues:

A. <u>Response to Summary Statement Concerns</u>: This section should include a response to the concerns and recommendations offered in the Summary Statement of the competing application. This section should be no longer than two pages.

B. <u>Mentoring and Career Development</u>: When the Principal Investigator(s) is less experienced, this section should include a statement by the mentor(s) describing the nature of the mentoring and career development activities that occurred during the initial budget period.

Planning and Prioritizing Stages

In this section, **three year recipients** should address the following for both the initial budget period and the next budget period:

- Discuss whether the duration of the initial planning stage was adequate in preparing for the implementation stage and for meeting the P20 collaborative objectives.
- In chronological order list the planning activities, (e.g. workshops, retreats, etc.) its purpose, the participants involved and outcome.
- Describe the process used for prioritizing and selecting pilot projects/programs for implementation and their potential to be successful in the acquisition of preliminary data.
- Provide a timetable for submitting the pilot project/program for competitive grant support

In this section, **two year recipients** should address the following for both the initial budget period and the next budget period:

- In chronological order list the planning activities, (e.g. workshops, retreats, etc.) its purpose, the participants involved and outcome.

- Describe the process used for prioritizing and selecting pilot projects/programs for implementation and their potential to be successful in the acquisition of preliminary data.
- Provide a timetable for submitting the pilot project/program for competitive grant applications.

Implementation Stage

<u>Projects/Programs</u>

For each ongoing pilot project/program, the Co-leaders should briefly describe the following:

- *Specific Aims*. Briefly describe the specific aims of the project/program as actually funded and if applicable, describe how the aims differ in scope from those stated in the original, competing application, because of Scientific Review recommendations and/or budgetary modifications made by NCI. If the aims have not been modified, state this.
- *Studies and Results*. Describe the studies directed toward specific aims during the current budget year and the results obtained. Include positive or negative results associated with each specific aim that are important to the hypothesis being tested. If technical problems were encountered in carrying out this project, describe how your approach was modified.
- *Significance.* Emphasize the significance to the scientific field and/or their potential impact on minority health, training, education and outreach in a reasonable time span. For pilot training programs, please use the NRSA Additional Budget Page 2 to provide trainee information requested.
- *Plans.* Summarize plans to address the following:
    1. Include any <u>important modifications</u> to the original aims and objectives. Include any projects/programs that were either dropped (with explanation) or completed (with outcome)
    2. Include a clear timeline and the plans of each pilot project/program to become competitive grant applications (e.g. RO1s; T32s; R25Ts)
    3. List in tabular form grant applications that have already been submitted, where and when submitted, and whether pending, funded or not funded.
    4. Address any changes involving research using human subjects and/or vertebrate animals.
- *Publications/Presentations.* List and provide one copy of each publication not previously submitted. List the complete citation of all publication/presentations not previously reported. This includes manuscripts submitted or accepted for publication. Report only those publications/presentations resulting directly from this grant**.** State if there have been no publications.
- *Project-Generated Resources.* If the research supported by this grant resulted in data, research materials (such as cell lines, DNA probes, animal

models), protocols, software, or other information available to be shared with other investigators, describe the resource and how it may be accessed.

Complete items A and B on Form 2590 Page 5 if the research involves Human Subjects or Vertebrate Animals. Please read and follow the instructions on pages 9-11 of PHS 2590 for studies involving Vertebrate Animals, Human Subjects and Women and Minority Inclusion in Clinical Research.